

**BY ORDER OF THE COMMANDER
908TH AIRLIFT WING**

**908TH AIRLIFT WING INSTRUCTION
91-202**



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Safety

**HANGAR DOOR OPERATIONS AND
TRAINING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Program*. It provides guidance and assigns responsibility for hangar door operations and training for 908th Airlift Wing (908 AW) building managers and supervisors who open, close or operate hangar doors and train other personnel for the same purpose. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847 *Recommendation for Change of Publication* as prescribed by AFI 11-215, *USAF Flight Manual Program (FMP)*. Route AF Form 847 to the 908 MXG/CC at Maxwell AFB AL. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES

Building Managers will ensure that a copy of the AF Form 2426 is returned to the supervisor of the individual that was trained. Supervisors will be required to designate training for their personnel on the AF Form 2426 for operation of both motorized and mechanical hangar doors. All training will be done in accordance with the approved training plan included in this instruction. Initial awareness training will be provided to all personnel who work in facilities equipped with hangar doors. This will be documented on the AF Form 55 or electronic equivalent and GO81 (Course # SAFE 001100) by the individual's supervisor. Hangar door operator training will be conducted annually and documented on the AF Form 55 or electronic equivalent and GO81 (Course # SAFE 001101) by the individual's supervisor. Hangar Door

Requirements: Placards will be displayed in accordance with AFI 91-203. Clear Zones will be designated in accordance with AFI 91-203. Proper operation of hangar doors will be accomplished in accordance with Operational Procedures listed in this instruction. Hangar Doors that are broken or disabled will only be operated or moved by personnel assigned to that particular building or an individual designated by the Building Manager. Training plan: Electric Hangar Door Operation for Building 1454 and 1455 and Manual Hangar Door Operation for Building 845. Ensure that personnel are authorized to receive training for Motorized Hangar Door Operation. Items to be briefed: Hearing protection is required for door operation.

1. Responsibility:

1.1. The supervisor, Flight Chief or Senior Air Reserve Technician (ART) will ensure that all designated personnel assigned to his/her flight is trained on hangar door operation or hangar door awareness as required.

1.1.1. Training will be documented on AF Form 55, *Employee Safety and Health Record or electronic equivalent* and/or GO81.

1.2. Qualified supervisors will train personnel in accordance with the training plan contained in this instruction.

1.3. Refresher training will be conducted annually by the supervisor and documented on the AF Form 55 or electronic equivalent and/or GO81.

2. Procedures:

2.1. Personnel not assigned to the wing will be trained on an as-needed basis.

2.1.1. This training will be for one time use or for a designated period of time and will be documented and maintained by the Building Manager on AF Form 2426, *Training Request and Completion Notification*.

3. Electric Hangar Door Operation Plan:

3.1. Electric Hangar Door Operation Training Plan:

3.1.1. Electric Hangar Door Operation for Buildings 1454 and 1455.

3.1.1.1. Ensure doors are free of obstructions and personnel.

3.1.1.2. Ensure personnel exit doors are completely closed and locked.

3.1.1.2.1. Doors are equipped with electrical lockout switch if ajar.

3.1.1.3. Open tail roll-up door, if applicable. (Must be opened for main doors to operate)

3.1.1.4. Ensure proper hearing protection is donned. Ensure all personnel in the immediate area either wear hearing protection or afforded the opportunity to leave the immediate area.

3.1.1.5. On main doors, depress corresponding switch for direction of travel.

3.1.1.5.1. There is approximately a five-second delay before actual door movement takes place (warning tone will begin immediately).

3.1.1.5.1.1. Either door will be opened to a ten-foot minimum for personnel

or equipment entry into or out of hangar.

3.1.1.5.2. For aircraft movement into or out of hangar, open doors to the maximum limit to meet minimum wing tip clearance.

3.1.1.6. Ensure nose door is open/closed as required.

3.1.1.7. Keep safety cover on “CLOSE” switch closed, when not in use.

3.1.1.8. Leave Master switch in “ON” position at all times for Fire Department purposes.

3.1.1.9. Ensure that no obstructions or personnel are in the door clear zone or tracks for the intended travel distance of the door.

3.1.1.10. If electrical power to the doors is lost, place clutch in neutral, and move doors with tug. **Note: ONLY PERSONNEL ASSIGNED TO BUILDING OR DESIGNATED BY BUILDING MANAGER MAY OPERATE DOORS THAT ARE DISABLED DUE TO POWER LOSS. IF DOORS ARE CLOSED, A TUG WILL PULL OPEN; IF DOORS ARE OPEN, A TUG WILL PUSH CLOSED.**

3.1.1.11. Training will be conducted using the “Hangar door training plan” and documented as a WJQS item in TBA.

3.2. Electric Hangar Door Hazards:

3.2.1. Body or portion of body being pinched or crushed between two sections of doors or door section and other fixed object.

3.2.2. Crushing of feet and/or toes from door section wheels while in operation.

3.2.3. Damage to personnel will occur if hangar door is not fully closed while door section is being moved in MANUAL mode.

3.3. Electric Hangar Door Emergency Procedures:

3.3.1. Any discrepancies that would make it unsafe to operate hangar doors must be tagged as unsafe for use until they can be repaired.

3.3.2. Report any discrepancies to the Building Manager immediately.

3.3.3. If at any time the door or door sections become jammed and are unable to be moved, do not attempt to free them by yourself. Seek the assistance of the Building Manager or other qualified personnel.

3.3.4. If building loses power, the building manager will contact Maintenance Control who will notify the Fire Department. If power will be out overnight, tug will be chained to door and left in operating position, if needed, by the Fire Department.

4. Manual Hangar Door Operation Training Plan:

4.1. Ensure you are authorized and qualified to operate the door before opening/closing hangar doors for Building 845.

4.1.1. Inspect hangar doors for serviceability.

4.1.2. Inspect for broken glass.

4.1.3. Inspect for missing caulk.

4.1.4. Inspect upper and lower track for damage or debris.

4.1.5. Ensure that all wheel covers are installed correctly.

4.1.6. Ensure that no obstructions or personnel are in the door clear zone or tracks for the intended travel distance of the door.

4.1.7. **WARNING: Do not push or pull the door from the ends, as this is the pinch or crush hazard area.**

4.1.8. Ensure that all personnel in the immediate area are aware of intentions to open and/or close hangar doors.

4.1.9. Ensure the personnel doors are fully closed before opening/closing hangar doors.

4.1.10. Move only one door section at a time. Push or pull the door sections at a safe traveling speed to ensure you can stop the door immediately upon an emergency.

4.1.11. Do not place any portion of your body in the direct path of the doors while opening or closing the hangar doors.

4.1.12. Secure all applicable doors after use.

4.2. Manual Hangar Door Hazards:

4.2.1. Body or portion of body being pinched or crushed between two sections of doors or door section and other fixed object.

4.2.2. Pushing door sections extremely fast and not being able to stop them quickly to prevent collision with other objects or personnel.

4.2.3. Falling glass from door section windowpanes.

4.2.4. Strained back from pushing more than one door section at a time.

4.2.5. Crushing of feet and or toes from door section wheels if covers are not properly installed.

4.2.6. Damage to personnel door will occur if door is not fully closed while door section is being moved.

4.3. Manual Hangar Door Emergency Procedures:

4.3.1. Any discrepancy that would make it unsafe to operate hangar doors must be tagged as unsafe for use until they can be repaired.

4.3.2. Report any discrepancy to the Building Manager immediately.

4.3.3. If at any time the door or door sections become jammed and are unable to be moved, do not attempt to free them by yourself. Seek the assistance of the Building Manager or other qualified personnel.

5. Hangar Door Awareness Training Plan:

5.1. Only authorized and qualified personnel are allowed to open and close the hangar doors.

5.2. Doors being pushed or pulled rapidly can get away from the operator and strike equipment or personnel causing injury or damage.

5.2.1. Ensure that you stay out of the five-foot clear-zone surrounding the hangar doors while the hangar doors are opening or closing.

5.2.2. A three-inch yellow and black line covering an area five-feet from all sides of the hangar doors denote hangar door clear-zones. Yellow and black diagonal lines are located inside the five-foot clear-zone.

5.3. Do not attempt to enter the hangar personnel doors while hangar doors are being opened or closed.

5.4. Exercise caution when using the smaller personnel doors located on each end of hangar door.

5.5. A tripping hazard exists on the personnel doors. All personnel must step over the bottom of the door frame when entering or exiting through these doors.

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